

求人情報

マネージャーレベル

ポジション名	[Executive Assistant Manager] - Top Consulting Company
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-05-02 / 2024-05-02
職種	事務系 - 秘書 コンサルティング - その他（専門コンサルティング）
業種	ビジネスコンサルティング
勤務地	アジア 日本 東京都
仕事内容	<p>You will be working closely with Professional Executive Assistants and Team Managers as part of the Executive Assistant Management team to lead the group.</p> <p>Description</p> <ul style="list-style-type: none">* In charge of performance management and career development for EA group* Lead recruiting process for the team and provide training matching each individual* Co-work with Senior EAs and Team Managers to provide professional support to Partners* Liaise between EA group, senior leadership and stakeholders for managing escalations and feedback <p>Profile</p> <ul style="list-style-type: none">* Bachelor degree or Masters degree* Fluent communication in both English and Japanese* Experience in Executive Assistant and people management as leadership* Maturity, good judgement, self-confidence and flexibility* Proficiency in PC applications, including MS Excel, Word and PowerPoint* Proven experience interviewing, training and evaluating employees <p>Job Offer</p> <ul style="list-style-type: none">* Attractive salary package.* International working environment.* Opportunity to develop management skills.* Supportive teamwork and flat culture <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.</p>
企業について(社風など)	Our client has been recognized throughout history by providing high-quality business strategy and management services.
英語能力	流暢 (TOEIC 865点以上)
日本語能力	流暢 (日本語能力試験1級又はN1)
年収	日本・円 800万円 ~ 1200万円